



Outreach and Information Officer

The Citizens Rights Project has a vacancy for the post of Outreach and Information Officer, based in Edinburgh, to be employed for 4 days a week (28 hours). The appointment will initially be on a temporary basis, up to 31 March 2022, but has the potential for extension if further funding is secured.

The Citizens Rights project is the leading organisation in Scotland working to support EU citizens to secure their rights. We are registered with the Office of the Immigration Services Commissioner to provide advice at Level 1 (EU Settlement Scheme only), which is undertaken principally by a network of registered volunteers throughout Scotland. We also organise an extensive programme of outreach and online activities to publicise information about EU citizens' rights more generally.

Our principal funding currently comes from the Scottish Government, but we also receive funding from a range of other funders, as well as from donations from our members and supporters. We are recognised as a charity by the Scottish charity regulator, OSCR.

We are looking to appoint a person who has:

- Experience in organising events, such as public meetings and conferences/webinars, both on line and in physical media
- Experience in researching and writing information material and producing publicity material
- Experience in use of social media
- A knowledge of the rights of EU citizens in the UK after Brexit, and an understanding of the issues facing them in Scotland
- Fluency in English and at least one EU language

The person appointed will be based in Edinburgh but will be expected to travel throughout Scotland as required to organise or attend events. It is likely that arrangements can be made for part- or full-time and/or flexible working, if agreed in advance. The project is also willing to consider making arrangements for working from home, subject to the need to work from, or attend events/meetings in our office if required by the project.



Appointment is subject to Disclosure Scotland check and providing evidence of right to work in the UK. Please inform us if you need any 'reasonable adjustments' for any part of the recruitment process.

The successful candidate must have their own laptop/computer, and access to Internet. The project might be able to pay for some Internet and Working from Home expenses.

The salary for the post will be £19,600 per annum for 4 days a week (FTE £24,500 per annum).

If you are interested in this post, please send a CV (2 pages A4 maximum), and a covering letter (1 page A4) explaining why you are applying for the post to: info@citizensrightsproject.org

Citizens Rights Project is an equal opportunities employer, and we are committed to treating all our employees and job applicants equally. Our organisation does not discriminate against any employee or job applicant on grounds of (including, but not limited to) their race or colour, nationality, national or ethnic origin, sex, marital status, religion, age, sexual orientation, gender identity or disability.